Section 9.5 FUNCTIONS MENU
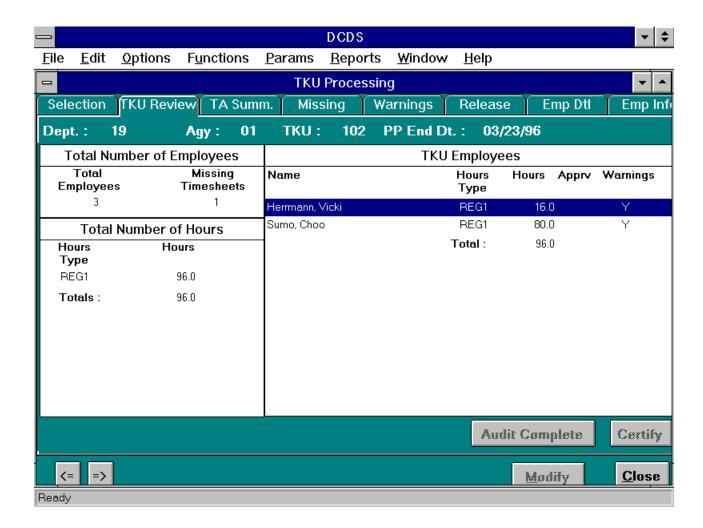## TKU Processing
Warnings Tab

Purpose	This section provides the procedures to display time entry warnings that occurred during time validation by using the **Warnings** tab.
Tab	Warnings
Reminders	**1.** The Warnings tab is accessed through the Functions, TKU Processing items from the menu bar. The Warnings tab is only activated if there were warnings on a <u>submitted</u> timesheet. All warnings are identified on the TKU Review tab, TKU Employees window with a **Y** in the Warnings field. **2.** Time validation occurs when information is saved and/or submitted. Before time information can be submitted, any errors found must be corrected. The Warnings window only displays a description of warnings which do not prevent time from being submitted. **3.** To view employee's time or to make corrections to an employee's time, highlight the employee name and click the Employee Detail (Emp Dtl) tab.
References	*No Specific References*

TKU Review Tab

The following window is displayed when selection criteria information has been entered and the TKU Review tab is selected. The TKU Review tab displays the TKU Employees window which lists the employee's whose time has been submitted. If a 'Y' displays in the Warnings field, the warning may be viewed by highlighting the employee and clicking on the Warnings tab. The Warnings tab is not activated unless there is at least one employee in the TKU that has warnings. The Warnings tab displays warnings for the entire TKU selected. The Warnings tab is displayed on the following page.

	DCDS	
File *Edit* *Options* *Functions* *Params* *Reports* *Window* *Help*		

TKU Processing

Selection	TKU Review	TA Summ.	Missing	Warnings	Release	Emp Dtl	Emp Inf

Dept. : 19   Agy : 01   TKU : 102   PP End Dt. : 03/23/96

Total Number of Employees			TKU Employees			
Total Employees	Missing Timesheets	Name	Hours Type	Hours	Apprv	Warnings
3	1	Herrmann, Vicki	REG1	16.0		Y
		Sumo, Choo	REG1	80.0		Y

Total Number of Hours

Hours Type	Hours
REG1	96.0
Totals :	96.0

Total : 96.0

Audit Complete   Certify

<=   =>   Modify   **Close**

Ready

Warnings Tab

The Warnings tab is not activated until the selection criteria has been entered, the TKU Review tab clicked and at least one employee has warnings associated with his/her timesheet. The following window is displayed when the Warnings tab is clicked. The fields displayed and the steps to view employee's time are described on the following page.

DCDS							
File **Edit** **Options** **Functions** **Params** **Reports** **Window** **Help**							

TKU Processing

Selection	TKU Review	TA Summ.	Missing	Warnings	Release	Emp Dtl	Emp Info

Dept. :   19   Agy :   01   TKU :   102   PP End Dt.   03/23/96

Warnings

Name	SSN	Hours Type	Message Code	Description
Herrmann, Vicki	001-06-0002	NA	20010	Regular hours + Annual Leave is greater than 40 for a part time position
Sumo, Choo ①	001-04-0002	NA	20010	Regular hours + Annual Leave is greater than 40 for a part time position

<= => ③   Modify   Close

Ready

DCDS Input Procedures
Warnings Tab

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Hours Type	The hours type associated with the warning.
Message Code	Identification number of the warning found during time validation.
Description	Reason for the warning.

Follow the steps below to view and correct an employee's time:

Step	Action
1	Highlight the employee(s) in the Warnings window.
2	Click on the Emp Dtl tab to view employee's time. **Note**: The window displayed is the Hours Display from Data Collection. To make changes under the Emp Dtl tab, click on the Modify button. This will allow a new version of the employee's timesheet to be created. Enter the changes then click on the Submit button. Click the => button to view another employee's time, click on Close button or click on the Warnings tab to return to the Warnings window.
3	To display detail for the next employee in the Warnings window, use => button to view the next employee.